



# Mid-America Head Start Program

Grantee Timelines

July 1, 2009 – June 30, 2010

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## Mid-America Head Start Program

### Planning Timelines

**July 1, 2009 – June 30, 2010**

July 2009	Event	Task Assignment	Who is responsible?	Date to be accomplished?
	End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
	Child Outcomes Report	Year-end assessment information reviewed & presented to the Policy Council.	CHD Manager Ed. Manager	July 2009
	Program Information Report (PIR)	PIR Clean-up continues Prepare for new program year. Roll over children.	Delegates Database Specialist	July 2009
	Delegate Quarterly Monitoring Meeting	Review & discuss monitoring findings, accomplishments, & progress of program compliance.	HS Director Grantee staff	July 22, 2009
	<b>Program Governance</b> <ul style="list-style-type: none"> <li>• Refunding Application Narrative &amp; Budget</li> <li>• Performance Standards Service &amp; Monitoring Plans</li> <li>• Approve pattern of change for the next program year</li> <li>• Child Outcomes report</li> </ul>	Policy Committee Policy Council MARC Board	Program Governance Specialist	June 30 2009  July 7, 2009  July 28, 2009  July 7, 2009
	T/TA Plans completed	Delegate and Grantee TA Plan developed using Child Outcomes, CA, SA, PIR and other sources to determine professional development needs of staff.	CHD Manager Delegate Education Leads	June 1, 2009
	T/TA Plans – All final plans completed	Submit all final plans to Regional VII T/TA Specialist for review	CHD Manager Ed. Manager	July 1, 2009
	T/TA Plans revised & submitted for Refunding Application	Revisions made to TA Plans based on input from Region VII T/TA Specialist; submitted to HS Director for inclusion in Refunding Application.	CHD Manager	July 29, 2009
	Revised Continuation/Refunding Application Due	Delegates submit final amended budgets, budget and program narratives, T/TA Plans and wage study when applicable to MARC for review and approval.	Delegate Directors and Grantee Staff	July 27, 2009
	Final review of Application Delegate	MARC review final budget, budget and program narratives by MARC; compile final application for submission to ACF.	HS Director MARC Grant Compliance Manager	Week of July 27th
	ACF Risk Management Meeting	Grantee/delegates meet with ACF Office to discuss progress, noncompliance issues, overview of program compliance.	ACF Program Specialist Grantee/delegates	July 22, 2009

<b>August 2009 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
Refunding Application to ACF HS Application & Enrollment	Grantee submitted final application package to ACF. Head Start PD/FD school begins	HS Director Delegates	August 3, 2009
<b>Program Governance</b> <ul style="list-style-type: none"> <li>Composition of Policy Council/Policy Committee &amp; procedures by which members are chosen (representative form all program options)</li> <li>Review Policy Council By-Laws</li> </ul>	Policy Council Sub-committee review/revise as needed	Program Governance Specialist	August 2009
Self-Assessment	Grantee present delegate directors Self-Assessment process for PY.	P&E Manager	August 10, 2009
	Notify delegate of grantee point person assignment	P&E Manager	August 31, 2009
	Delegates notify grantee of delegate's agency lead person	Delegates	August 31, 2009

<b>September 2009 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
PIR Report	PIR report shared w/Policy Council	HS Director	August 2009
<b>Program Governance</b> – Properly established in terms of elections <ul style="list-style-type: none"> <li>Parent orientation &amp; training at center level</li> <li>First Parent Committee meeting, election of officers &amp; parent Representatives to the Policy Committee, Role &amp; function of the Parent Committee</li> </ul>	Delegate Policy Committee, Parent Committees established, elections, training provided, monitoring of files.	Delegate Program Governance Coordinator  Grantee Program Governance Specialist	September & October 2009
MAHS Annual Report	Initial meeting to outline format and content for annual report.	HS Director Early Learning Director Public Affairs	Annually September 2009
Self-Assessment	Grantee point person contact delegate agency lead to schedule initial Self-Assessment planning meeting	Grantee point person	By 09-01-2009
	All delegates provide grantee w/names of SA Planning Committee members, SA Team Leaders & SA Team Members	Delegate Agencies	By 09-14-2009
	Conduct initial SA planning meeting w/delegate agency lead to outline training for delegate management staff Delegates identify month to conduct SA	P&E Manager	By 09-30-09
	Grantee identify grantee SA team, notify members of training dates	P&E Manager	By 09-30-09

<b>October 2009 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
<b>Self-Assessment</b> Delegates conducting SA in January 2010	Grantee provide training for delegates conducting SA in January (planning committee & delegate management)	P&E Manager Grantee staff	By 10-29-2009
Grantee Wide Pre-Service Training	Grantee w/delegate input work on grantee-wide pre-service training	Grantee staff	3 <sup>rd</sup> week of October 2009
MAHS Annual Report	Begin gathering and complying information for annual report.	HS Director Early Learning Director Public Affairs	Annually October 2009
Delegate Quarterly Monitoring Report	Grantee Managers & Specialist summarize content areas monitoring results from previous 3 months into quarterly report. Send to P&E Manager.	Grantee Managers & Specialist	2 <sup>nd</sup> week October 2009
Delegate Quarterly Monitoring Meeting	Review & discuss Monitoring findings, accomplishments, & progress of program compliance.	HS Director Grantee staff	ISD: 10-20-09 (9-10 a.m.) KCMSD: 10-7-09 (1-2 p.m.) TFC: 10-22-09 (9-10 a.m.) YMCA: 10-29-09 (1-2 p.m.)

<b>November 2009 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
<b>Program Governance</b> <ul style="list-style-type: none"> <li>Continue w/election of parent representatives to Policy Committee &amp; Council</li> <li>Annual Orientation/Training using PC Reference Guide</li> <li>Election of Officers: Parent &amp; Policy Committee</li> <li>Composition of Policy Committee, Procedures by which member are chosen.</li> <li>Monthly budget Report to PC</li> </ul>	Delegate Policy Committees Monitor Parent Committee & Policy Committee files Election Procedures  Monitor Policy & Parent Committee files  Approved by Policy Council Monthly process	Delegate Program Governance Coordinator  Grantee Program Governance Specialist	November 2009
Delegate Child Outcomes Reports completed	Complete child outcomes reports & submit to grantee	Delegate Ed. Managers	11-16-09
Child Outcomes Reports used in Program Planning	Management teams review program level CP outcomes reports to use in program design, training & planning.	Delegate-Ed. Managers Grantee – Ed. Specialist & CHD Manager	11-30-09
Self-Assessment	January-delegate SA plan to grantee point person	Delegates	11-06-09
	Delegates conducting SA in January, train staff & partners. (grantee point person attend)	Delegates	Between 11-16-09 thru 12-21-09
	Conduct grantee SA training	P&E Manager Grantee staff	11-18-09
MAHS Annual Report	Begin writing annual report.	HS Director Public Affairs	Annually November 2009

<b>December 2009 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF.	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
<b>Program Governance</b> – Introduction of Policy Council Sub-committee & function: <ul style="list-style-type: none"> <li>Executive &amp; Governance Committees</li> <li>B/F/Planning/Personnel Committee</li> <li>Review/revise Policy Council By-Laws (part of the procedures packet)</li> </ul>	Training on roles & responsibilities on-going process  Policy Council Sub-committee reviewed	Program Governance Specialist	December 2009 & January 2010
Self-Assessment	Delegates conducting SA in January, Grantee point person follow-up w/delegate agency lead to provide TA & review sign-in sheets to verify training	Grantee point persons	12-18-09
	Grantee will provide training for delegates conducting SA in February	P&E Manager Grantee staff	12-18-09
	Conduct grantee SA. Delegate directors serve as team leaders	Delegates	12-(07-11)-09
	Team leaders for grantee SA process will meet with their individual teams to start developing their draft for their assigned section	Delegates Team Leaders	12-10-09
	Delegate directors team leads for grantee SA, send draft team report to grantee P&E Manager for review	Delegate Team Leaders	12-21-09
	Grantee staff will review each team report for clarification & corrections	Grantee staff	12-(21-28)-09
	Grantee Lead will send report to delegate directors for final review	Grantee Lead	12-31-09
MAHS Annual Report	Final draft of annual report ready for review	HS Director Early Learning Director Public Affairs	Annually December 2009
MAHS Annual Report	MAHS Annual Program Report compiled, formatted, & distributed. Place report on HS website	HS Director Early Learning Director Public Affairs	12-31-09
Executive Grantee/Delegate Meeting	HS Director & Early Learning Director meet with delegates Administrative staff and directors to discuss program compliance, Cap's, etc.	HS Director Early Learning Director	ISD: 12-10-09 (9-10 a.m.) KCMUSD: 12-10-09 1:30-2:30 p.m.) TFC: 12-16-09 a.m 9-10 a.m.) YMCA: 12-16-09 (1:30-2:30 p.m.)

<b>January 2010 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
PY 5 (2009-2010) Community Assessment	Identify CA Planning Committee Members	P&E Manager	01/11/10
	Letter to CA planning committee. Send CA purpose, overview & suggested measures matrix.	P&E Manager	01/22/10
	1 <sup>st</sup> CA planning meeting. Review purpose, CA matrix. Determine CA measures to update, select research sub-committees	P&E Manager CA Planning Members	01/26/10
<b>Program Governance</b> <ul style="list-style-type: none"> <li>Procedures shared decision-making, Dispute Resolution, Community Complaints, (all procedures)</li> <li>Monthly Budget Report to PC</li> </ul>	Procedures, reviewed by Sub-committee	Program Governance Specialist	January 2010
Grantee ERSEA committee develop recruitment strategies	Delegate ERSEA plans due to grantee		
Delegate Quarterly Monitoring Report	Grantee Mgrs & Specialist – summarize content areas monitoring results from previous 3 months into quarterly report. Send to P&E Manager.	Grantee Managers & Specialist	2 <sup>nd</sup> week in January 2010
Delegate Quarterly Monitoring Meeting	Review & discuss monitoring findings, accomplishments, & progress of program compliance.	HS Director Grantee staff	ISD: 1-19-10 (9-10 a.m.) KCMSD: 1-13-10 (1-2 p.m.) TFC: 1-21-10 (9-10 a.m.) YMCA: 1-29-10 (1-2 p.m.)
MAHS Annual Report	MAHS Annual Program Report compiled, formatted, & distributed. Place report on HS Website.	HS Director Early Learning Director Public Affairs	01-31-2010
Self-Assessment	January SA begin for delegates	Delegate SA Lead	January 2010
	Delegates conducting SA in February, Comprehensive SA Plan to grantee point person	Delegate Lead	01-08-10
	Delegates conducting SA in February, train staff & partners (grantee point person attend)	Delegates	Between 01-(11-10) thru 01-22-10
	Grantee point person follow-up w/delegate agency lead to provide TA & review sign-in sheets to verify training	Grantee point person	01-29-10
	Delegate directors to make final changes to grantee's report, return to grantee.	Delegate directors	01-06-10
	Grantee's Corrective Action Plan due to delegate directors	P&E Manager	01-15-10
	Delegate directors verify grantee's areas of noncompliances have been corrected.	Delegate directors	Between 01-(19-10) thru 02-12-10

<b>February 2010 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
PY 5 (2009-2010) Community Assessment	Schedule date/time to meet with each CA sub-committee team	P&E Manager	02/5/10
Self-Assessment	Delegates conducting SA in January, send SA draft report to grantee point person for review	Delegate SA Lead	02/12/10
	Delegates conducting SA in January, final SA report due	Delegate SA Lead	02/19/10
	Delegates conducting SA in January, Corrective Action Plan due	Delegate SA Lead	02/26/10
ERSEA committee develop recruitment strategies	Delegate ERSEA plans due to grantee	Delegates	February 2010
Begin next program year's Head Start Application and Enrollment	Re-enrollee application reviewed.	Delegates FCP Managers	February 2010
<b>Program Governance</b> <ul style="list-style-type: none"> <li>• Selection Criteria &amp; enrollment procedures &amp; plan (review program options based on community assessment)</li> <li>• MO EHS FY 09 refunding application</li> <li>• Parent activity funds (procedures)</li> <li>• Self-Assessment Report</li> </ul>	PC/PC Approval  Approval of parent activity funds for Policy Council (TFC, ISD, YMCA PAF at delegate PC) (KCMSD PAF procedures to PC) Approval	Program Governance Specialist	February & March 2010

<b>March 2010 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
PY 5 (2009-2010) Community Assessment	3 <sup>rd</sup> CA planning meeting. Report on teams progress, any support needed	P&E Manager	03/16/10
Self-Assessment	Delegates conducting SA in January, share SA results w/Policy Committee	Delegates	March 2010
	Delegates conducting SA in February, Delegates send SA draft report to grantee point person for review	Delegates Lead	03/12/10
	Delegates conducting SA in February, Final SA report due to grantee from delegates	Delegates Lead	03/19/10
	Delegates conducting SA in February, Corrective Action Plan due to grantee	Delegates Lead	03/26/10
	Delegate directors provide documentation of noncompliance that has been corrected for their team report to the grantee w/a written report to the HS director & P&E Manager	Delegate directors	03/02/10
	P&E Manager to provide HS director w/the complete written SA report for review	P&E Manager	03/12/10
	HS director provides feedback on SA report to the P&E Manager	HS Director	03/19/10
T/TA Plan – review process begin w/delegates	Meet with delegates to review T/TA process, monitor completion of current training plan.	CHD Manager	03-(22-26)-10
ERSEA committee develop recruitment strategies	Re-Enrollee’s committee meets	FCP Manager Grantee/delegates	March 2010
Head Start Application and Enrollment	HS Application taken		
<b>Program Governance</b>	Policy Committees review/revised  Team meeting with Policy Council	Program Governance Specialist	March – April 2010
• Selection Criteria & enrollment procedures & plan • One-time T&TA Funding • Three-years OHS Protocol process of Mid-America HS Program			
Delegate Child Outcomes Reports completed	Complete child outcomes reports & submit to grantee	Delegate Ed. Managers	03-15-10
Child Outcomes reports used in Program Planning	Management teams review program level ChildPlus outcomes reports to use in program design, staff training & budget planning.	Grantee & Delegate Ed. Managers CHD Manager	03-30-10

<b>April 2010 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of Month enrollment report submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
PIR Process & Timelines	See PIR Process & Timeline Section A	Delegate CP Leads Database Specialist	April 2010
PY 5 (2009-2010) Community Assessment	Team Lead submit 1 <sup>st</sup> report draft of assigned measures to P&E Manager.	Planning Committee Members	04-19-10
	P&E Manager review draft & return to CA members to complete final report.	P&E Manager	04-22-10
T/TA Plan process begin-draft plans completed	Gathering of data, collated into usable information. Charts, checklists, reports (SA, CA, child outcomes, monitoring reports, etc.).  Analysis of information, identify training needs, develop draft plans including outcomes & transfer of learning	Each delegate identifies staff to lead this process & complete in house.  Partner sites also complete the same process with guidance from delegate staff.	April 1, 2009 thru May 14, 2010
ERSEA plans implemented	Applications and enrollment for upcoming PY	FCP Managers	April 2010
Delegate Quarterly Monitoring Report	Grantee Managers & Specialist summarize content areas monitoring results from previous 3 months into quarterly report. Send to P&E Manager.	Grantee Managers & Specialist	2nd week April 2010
Delegate Quarterly Monitoring Meeting	Review & discuss monitoring findings, accomplishments, & progress of program compliance.	HS Director Grantee staff	ISD: 4-20-10 (9-10 a.m.) KCMSD: 4-7-10 1-2 p.m.) TFC: 4-22-10 (9-10 a.m.) YMCA: 4-29-10 (1-2 p.m.)
Self-Assessment	Delegates conducting SA in January, Grantee verify delegate's areas of noncompliance are corrected	Grantee staff	04-23-10
	Delegates conducting SA in January, share SA results w/Policy Committee	Delegates	April 2010
	Delegates conducting SA in February, Grantee verify delegate's areas of noncompliance are corrected	Grantee staff	04/23/10
	Delegates conducting SA in February, share SA results w/Policy Committee	Grantee staff	April 2010
ACF Risk Management Meeting	Grantee/delegates meet with ACF Office to discuss progress, noncompliance issues, overview of program compliance	ACF Program Specialist Grantee/delegates	April 2009
Self-Assessment - Grantee	P&E Manager write overall grantee report on process & results for Policy Council approval	P&E Manager	4-6-2010
Child Outcomes Data reported to Parent Committees, & Policy Council	Spring Assessment information reviewed & presented to Policy Council	CHD Manager	Spring 2010

<b>May 2010 Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
End of the month enrollment reports submitted to ACF	Submit enrollment report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
Begin refunding application planning for next Fiscal Year (Long, Short range goals developed, updated based on SA, CA, PIR, Child Outcomes, Strategic Plan, and Training and Technical Assistance Plans	Initial meeting with delegate and grantee staff to begin process of reviewing refunding application notice and determining timeline for completing application.	MARC and Grantee Staff	2 <sup>nd</sup> week May 2010
PIR PIR Process & Timelines Cont'd.	PIR Clean up being Deadline for 2 <sup>nd</sup> PIR clean-up See PIR Process & Timeline Section A	Database Specialist Delegates CP Leads	May 2010
PY 5 (2009-2010) Community Assessment	All drafts with source of data collection, submitted to P&E Manager P&E Manager submit to HS Director, grantee staff, delegate directors, & CA members CA report for final review Submit final CA report to public Affairs for formatting.	CA Team Leads P&E Manager	1 <sup>st</sup> week of May
	CA report to printer	Lupe Valdovino	3 <sup>rd</sup> week May
	Distribute CA reports to delegates and grantee	P&E Manager	4 <sup>th</sup> week of May
T/TA Draft Plans completed	Submit draft of training plan to grantee CHD Manager for review.	Each delegate appoints a specific person to lead this process. Grantee process lead by CHD Manager	05-21-10
T/TA Plans reviewed by grantee	Individual Mtgs with delegates to review plan progress, provide TA & feedback.	CHD Manager	05-(17-21)-10
T/TA Plans revised by delegates	Delegates revise TP's based on feedback from CHD Manager	Delegate T/TA Lead & CHD Manager	05-(24-28)-10
Self-Assessment (Grantee)	Delegates share SA Corrective Action Plans w/Policy Council & Governing Board	Delegate directors	05-04-10
<b>Program Governance</b> <ul style="list-style-type: none"> <li>• Long-range/short-range goals &amp; objectives</li> <li>• Program Planning (Performance Standard Service Plan)</li> <li>• Curriculum/Child Outcomes</li> <li>• Revision-Budget for PY</li> <li>• Personnel Policies</li> </ul>	PC Sub-committee & Management staff To Policy Council (5/4/10)	Program Governance Specialist	May – June 2010

<b>June 2010</b>	<b>Event</b>	<b>Task Assignment</b>	<b>Who is responsible?</b>	<b>Date to be accomplished?</b>
	End of Month enrollment report submitted to ACF	Submit EOM report to OHS	FCP Manager & Database Specialist	1 <sup>ST</sup> Day of the Month
	Grantee/Delegate Service , Monitoring, & Emergency Preparedness Plans	Delegates send updated Plans to Systems Specialist. Grantee.	Grantee Systems Specialist	2 <sup>nd</sup> week of June
	Refunding Application Process Con't:	Delegate budget summaries, budget and program narratives to MARC for review. (Include Wage Studies when requested)	Delegate and Grantee Directors	2 <sup>nd</sup> week of June
		MARC reviews delegates' budgets, budget & program narratives & wage study if applicable.	MARC Grant compliance Manager MAHS Program Director	3 <sup>rd</sup> week of June
		MARC provides feedback to delegates' to amend budgets, budget and program narratives and wage study if applicable.	MARC Grant compliance Manager MAHS Program Director	4 <sup>th</sup> week of June
	Grantee/Delegate Service , Monitoring, & Emergency Preparedness Plans	Grantee staff submits feedback on delegate Plans to Systems Specialist. Systems Specialist submits feedback on plans to delegates' staff.	Grantee Systems Specialist & Delegate staff	3 <sup>rd</sup> week of June
	Grantee PY Timelines updated	Update grantee planning timelines	Grantee staff	June 2010
	Grantee/Delegate Service, Monitoring, & Emergency Preparedness Plans	Delegate agencies finalize all Plans & email to Systems Specialist.	Delegate staff	Last day of June
	Grantee/Delegate Service, Monitoring, & Emergency Preparedness Plans presented to Policy Council	Policy Council Approval	Grantee staff	June – July
	PIR PIR Process & Timelines Cont'd.	Final PIR Clean-up Submit PIR report to HSES	Database Specialist	2 <sup>nd</sup> week of June
	Delegate final T/TA Plans completed	Delegates submit final revised plan to grantee CHD Manager.	Delegate T/TA Lead & CHD Manager	05-31-10
	Grantee T/TA plan-draft completed	Grantee identifies training needs based on data gathered & review of delegate plans. Develop draft of grantee training plan.	CHD Manager	05-31-10 thru 06-04-10
	Delegate Child Outcomes reports completed	Complete child outcomes reports & submit to grantee	Delegate Ed. Managers	06-14-10
	Child Outcomes Reports used in Program Planning	Management teams review CP Outcomes reports to use in program planning, training.	Delegate/grantee Ed. Managers & CHD Manager	06-30-10
	Executive Grantee/Delegate Meeting	HS Director & Early Learning Director meet with delegates Administrative staff and directors to discuss program compliance, CAP's, etc.	HS Director Early Learning Director	ISD: 6-10-10 (9-10 a.m.) KCMSD: 6-10-10 (1:30-2:30 p.m.) TFC: 6-16-10 (9-10 a.m.) YMCA: 6-16-10 1:30-2:30 p.m.)

**Delegate Quarterly Monitoring Meeting JULY 2010:**

ISD 9-10 a.m. July 20, 2010  
 KCMSD 1-2 p.m. July 28, 2010

**New Program Year Begins:**

Delegate Report due 2<sup>nd</sup> week of July to P&E Manager  
 TFC: 9-10 a.m. July 22, 2010  
 YMCA 1-2 p.m. July 29, 2010